

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
19-124A

OPENING DATE:
1-Mar-2019

CLOSING DATE:
18-Mar-2019

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:
Administrative Officer, GS-0341-12, Capt/O3-Lt Col/O5, D2368000, 009699421L

APPOINTMENT FACTOR:
OFFICER ☒ ENLISTED ☐

AFSC:
97E0

LOCATION OF POSITION: 161st Air Refueling Wing, Phoenix, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: MUST BE ABLE TO QUALIFY FOR AFSC 97E0.

NOTE: Placement/Promotion is contingent upon Control Grade Availability for Maj and above.

NOTE: Start date will be No Earlier Than 1 Apr 2019.

NOTE: AGR Selection will require successful completion of Manpower Change Request (MCR).

NOTE: Position is concurrently being announced as a Technician #19-124T

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of organizations, programs, mission goals, major issues, objectives, work processes, administrative operations and functions of the organization. Require knowledge of pertinent laws, regulations, policies and precedents applicable to the situation and organization.
2. Knowledge of relationships with other key programs and administrative support functions; familiar with the major issues, program goals and objectives, work process, and administrative operation of the unit.
3. Knowledge of functions and responsibilities of different commands/elements of the base, as well as a thorough familiarity with regulatory and informational material pertinent to the operations and activities involved.
4. Knowledge of administrative and technical operations, training, and response missions, including but not limited to Air Expeditionary Force (AEF), deployments, Exercise Evaluation Team (EET), Disaster Response Force and personnel issues.
5. Knowledge and skill in applying research, analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of operations; to develop knowledge management tools and promote sharing of information.
6. Knowledge in developing new or modified work procedures for administering services, development of guidelines and procedures and automating work processes.
7. Knowledge of Project Management principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources; including monitoring and inspecting cost and work, completion of after action reports, and period in progress briefings.

SPECIALIZED EXPERIENCE: Must possess at least 36 months experience, education or training analyzing problems, identifying significant factors, gathering pertinent data and recognizing solutions. Experience preparing reports, plans, policies and various correspondence. Experience evaluating objectives and develop plans to facilitate the availability and effective utilization of various resources. Experience utilizing the organization, its mission and the organizational staff procedures. Experience using quantitative and qualitative techniques for analyzing and measuring the effectiveness, efficiency and productivity of administrative and technical programs. Experience developing the mission and work processes of programs throughout the military organization and multi level agencies. Experience in analytical and investigative techniques.

BRIEF JOB DESCRIPTION: The purpose of this position is to provide subject matter expertise, leadership, consultation, collaboration, and advisory services essential to the direction and efficient operation of the organization. Directly assist leaders with the management of key day to day planning, public affairs, process improvement, protocol, operations and special projects at the highest level of the organization. Collaborates and coordinates assigned functions with managers, office of primary responsibility, leaders and supervisors; participate with management to address and resolve issues, as well as provide recommendations for correcting or improving the organizations overall program management, efficiency and effectiveness. This position reports directly to the Wing Commander.

SELECTING OFFICIAL: Col Patrick Donaldson
